

DEPARTMENTAL REGULATION		Number: 2130-002
SUBJECT: Revised Reporting Requirements on Accounts and Loans Receivable Due the Government from the Public	DATE: November 2, 1983	
	OPI: Office of Finance and Management	

1 PURPOSE

This regulation provides agencies and staff offices with Departmental policy and guidance in meeting the Department of Treasury's revised reporting requirements on accounts and loans receivable due the Government from the public (Treasury Fiscal Requirements Manual (TFRM) Bulletins Number 83-25 dated June 16, 1983 and 82-18 dated July 1, 1982). Distribution of the TFRM Bulletins was made through normal channels.

The Schedule 9, SF-220, form and reporting requirements were revised to meet the reporting requirements of Section 12 of the Debt Collection Act of 1982, 31 U.S.C. 3719 (Report on Agency Debt Collection Activities).

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

a Effective Date. The revised reporting requirements on accounts and loans receivable due the Government from the public become effective with the reports due for the fiscal year ending September 30, 1983.

b Section VII, Additional Data. This is a new section of Schedule 9 which requires agencies and staff offices to report:

- (1) the number of aged receivables pertaining to Section II;
- (2) the number of receivables collected that pertain to Section I;
and
- (3) the average rate of interest on delinquent accounts.

c Supplemental Aging Schedule. This section has been deleted from the Schedule 9 report. Agencies and staff offices are no longer required to provide this data.

d Delinquent Accounts Referred to the Department of Justice. This data (Section IV of Schedule 9) is required on a quarterly basis. Although this data has been required since the inception of Schedule 9, many agencies and staff offices have not been providing the data.

e Directive Rescinded. Departmental Regulation Number 2215-1 dated October 7, 1982, is hereby rescinded.

3 POLICY

Applicable agencies and staff offices will prepare Schedule 9's, SF-220: Report on Status of Accounts and Loans Receivable Due from the Public, and the memorandum Schedule 9's reflecting receivables resulting from audit findings, using the revised reporting requirements contained in TFRM Bulletins No. 83-25 and 82-18.

4 DEFINITIONS

a Applicable Agencies and Staff Offices. All USDA agencies and staff offices that prepare their own SF-220, "Statement of Financial Condition," or who prepare the SF-220 for agencies that they service. This includes the Office of Finance and Management's National Finance Center.

b Number of Receivables. Each debt owed the Federal Government should be counted as a receivable. Agencies administering loan programs should count each loan as a receivable.

c Number of Receivables Collected. Each payment received, whether by installment or otherwise should be counted as a collection. If a single collection represents payment for more than one debt, each account affected should be counted as a separate collection.

5 RESPONSIBILITIES

a Applicable Agencies and Staff Offices will:

(1) Prepare a Schedule 9 for accounts receivable due and payable from the public, using the revised format and detailed instructions cited in TFRM Bulletins No. 83-25 and 82-18, for each fund or account. All Sections (I thru VII) must be completed using actual data (estimates are not to be used).

(2) Prepare a memorandum Schedule 9 report reflecting receivables resulting from audit findings for each fund or account;

(3) Footnote and attach as a separate sheet an explanation of all reclassified items of \$100,000 or more, not reportable as repayments on receivables or amounts written off, that were transferred either into or out of receivables during the fiscal year.

(4) Prepare a consolidated Schedule 9 and a consolidated memorandum Schedule 9 for each applicable agency and staff office;

(5) Submit the original Schedule 9 to the Department of the Treasury at the address shown in the Bulletin. Schedule 9's should be submitted along with the other SF-220 schedules that are due for the period;

(6) Submit two copies of the Schedule 9 report to the Financial Management Division (FMD) for consolidation and submission to the Office of Management and Budget (OMB). These copies are due in FMD five working days prior to the due dates shown in TFRM Bulletin No. 82-18. Submit the copies to:

U.S. Department of Agriculture

Office of Finance and Management

Financial Management Division

Room 3200 Auditors Building

Washington, D.C. 20250

(7) Ignore OMB reporting requirements established by the TFRM Bulletin No. 82-18. FMD will meet OMB's requirements by consolidating the agencies' and staff offices' consolidated Schedule 9's and submitting them to OMB.

b Agencies servicing loans made by the Federal Financing Bank (FFB) should also submit two copies of Schedule 9 for those receivables to the address shown in section 5a(6) of this regulation.

6 INQUIRIES

Inquiries regarding this regulation should be directed to the Office of Finance and Management on 447-8345.